NOTICE OF EXAMINATION

APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)
SPECIAL INSERT

COMPUTER SPECIALIST (SOFTWARE)

Exam. No. 3013

WHEN TO APPLY: From: November 5, 2003 To: November 25, 2003
APPLICATION FEE: $60.00 Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Computer Specialists (Software), under varying degrees of supervision or direction, with varying degrees of latitude for independent initiative and judgment perform software functions of a highly complex, technical nature in the maintenance, design, implementation and enhancement of database management systems, operating systems, data communication systems, and/or computer applications; may supervise a unit engaged in work related to these areas; and perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $59,056 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments to the higher assignment level(s) are made at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project; or

(2) A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in “1” above, including one year in a project leader capacity or as a major contributor on a complex project; or

(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to two years of the required experience in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORM(S):

1. Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

2. Education and Experience Test Paper: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3, A.4, B, and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination. Keep a copy of your completed Foreign Education Fact Sheet for your records.

4. Special Insert for Selective Certification: Write your social security number on the line at the center of page 1 of the Special Insert. In each selective certification section, check the appropriate box indicating whether or not you wish to apply for that particular selective certification. If you wish to apply for selective certification, complete all information requested in that section.

THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit for up to three additional years of experience, up to a maximum of 100 points, on the following basis:

Additional Credit:

For full-time satisfactory software experience between November 5, 1996 and November 25, 2003 in computer software applications, systems programming, systems analysis and design, data communications software, or database design and programming, you will receive an additional:

(A) 10 points for at least one year but less than two years of experience; or
(B) 20 points for at least two years but less than three years of experience; or
(C) 30 points for at least three years of experience.

For full-time satisfactory software experience of at least one year between November 5, 1993 and November 4, 1996 in computer software applications, systems programming, systems analysis and design, data communications software or database design and programming, you will receive an additional 5 points.

NOTE: Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for gaining additional credit.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by the last day of the application period.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.
ADDITIONAL INFORMATION:

Investigation: All eligibles must pass a background investigation by the Department of Investigation.

Selective Certification for Special Experience: If you have 24 months of acceptable software experience in Browser-Based Applications Development, Non-Browser-Based Applications Development, Mainframe Programming (Applications), Mainframe Programming (Systems), Database Administration (Unix/Linux), Database Administration (Windows), Database Administration (Mainframe), Synon CASE Tool (which is also known as Cool/2E, Synon 2E, and Advantage/2E), Novell-Based LAN Administration Services, Windows Server-Based LAN Administration Services, WAN Services, Unix Administration, or Security Administration you may be considered for appointment to positions requiring these types of experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. To apply for Selective Certification, you must complete the applicable section(s) in the Special Insert.

The Selective Certification requirements may be met at any time during the duration of the list. When you have met these requirements, please submit a copy of the special insert by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your Social Security Number on your correspondence.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.
This special insert must be completed and submitted with your application for this examination.

All information provided must be verifiable. Please answer the questions carefully and provide all requested information. Any false or inaccurate entries may result in your disqualification. Be sure to write in your social security number above. Do not write your name anywhere on this form.

PART I: SELECTIVE CERTIFICATION

If you wish to be considered for selective certification, you must complete the sections below which apply to you.

Section A.1: Selective Certification for Browser-Based Applications Development Experience:

Definition of Browser-Based Applications Development experience: At least 24 months experience designing, programming, debugging, testing, maintaining, implementing and/or enhancing applications in a web-based environment. Examples include, but are not limited to: HTML, XML, JavaScript, Perl, Macromedia Cold Fusion and Flash, Microsoft ASP.Net, ASP Web Services, FileNet Development tools, Unisys Cool-Ice Oracle Application Server, Oracle Forms, Oracle Development Suite, Crystal, Oracle PL-SQL, Oracle Application Server, Oracle Developer Suite, Java, JSP, SilverStream, Crystal Reports, J++, PeopleSoft.

Do you wish to apply for selective certification for Browser-Based Applications Development Experience?

☐ Yes   ☐ No

Do you have 24 months of Browser-Based Applications Development experience as described above?

☐ Yes   ☐ No

If yes, how much?   /   From   /   To   /
Year(s)/Month(s)    Month/Year    Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 ☐   Box 2 ☐   Box 3 ☐   Other: __________________
Section A.2: Selective Certification for Non-Browser-Based Applications Development Experience:

Definition of Non-Browser-Based Applications Development experience: At least 24 months experience designing, programming, debugging, testing, maintaining, implementing and/or enhancing applications in a client server environment. Examples include, but are not limited to: Microsoft Visual Basic and Visual Basic.Net, Foxpro and Visual Foxpro, Access, Recital, C++, Powerbuilder, Delphi, Paradox.

Do you wish to apply for selective certification for Non-Browser-Based Applications Development Experience?

☐ Yes  ☐ No

Do you have 24 months of Non-Browser-Based Applications Development experience as described above?

☐ Yes  ☐ No

If yes, how much? _______/ _______ From _______/ _______ To _______/ _______
Year(s)/Month(s)   Month/Year    Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 ☐  Box 2 ☐  Box 3 ☐  Other: __________________

Section A.3: Selective Certification for Mainframe Programming (Applications) Experience:

Definition of Mainframe Programming (Applications) experience: At least 24 months experience designing, programming, debugging, testing, maintaining, implementing, and/or enhancing applications in an IBM OS/390 or Unisys OS 1100 Exec environment. Examples include, but are not limited to: CICS, COBOL, DB-2, NATURAL, ADABAS, SPUFI, QMF, JCL, DBMS 1100, TSO.

Do you wish to apply for selective certification for Mainframe Programming (Applications) Experience?

☐ Yes  ☐ No

Do you have 24 months of Mainframe Programming (Applications) experience as described above?

☐ Yes  ☐ No

If yes, how much? _______/ _______ From _______/ _______ To _______/ _______
Year(s)/Month(s)   Month/Year    Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 ☐  Box 2 ☐  Box 3 ☐  Other: __________________
Section A.4: Selective Certification for Mainframe Programming (Systems) Experience:

**Definition of Mainframe Programming (Systems) experience:** At least 24 months experience implementing, installing, generating, configuring, programming, testing, debugging, troubleshooting and/or maintaining operating systems, sub-systems, transaction systems, database systems and/or software products, in a IBM OS/390, AS 400 or Unisys OS 1100 Exec environment which supports application developers. Examples include, but are not limited to: OS/390, AS 400, OS 1100 Exec, ZOS, VM/ESA, ZVM, SMS, Mapper, CICS, DB-2, DBMS 1100, ADABAS, DASD, DFSMS, DFHSM, VTAM, SNA, TSO.

Do you wish to apply for selective certification for **Mainframe Programming (Systems) Experience**?

☐ Yes ☐ No

Do you have 24 months of **Mainframe Programming (Systems) experience** as described above?

☐ Yes ☐ No

If yes, how much? _______ / _______ From _______ / _______ To _______ / _______

Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 ☐ Box 2 ☐ Box 3 ☐ Other: __________________

---

Section A.5: Selective Certification for Database Administration (Unix/Linux) Experience:

**Definition of Database Administration (Unix/Linux) experience:** At least 24 months experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning, and/or testing complex relational databases in a Unix or Linux environment. Examples include, but are not limited to: Oracle, MS SQL, Informix, DB-2, Linux.

Do you wish to apply for selective certification for **Database Administration (Unix/Linux) Experience**?

☐ Yes ☐ No

Do you have 24 months of **Database Administration (Unix/Linux) experience** as described above? ☐ Yes ☐ No

If yes, how much? _______ / _______ From _______ / _______ To _______ / _______

Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 ☐ Box 2 ☐ Box 3 ☐ Other: __________________
Section A.6: Selective Certification for Database Administration (Windows) Experience:

Definition of Database Administration (Windows) experience: At least 24 months experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning, and/or testing complex relational databases in a Windows environment. Examples include, but are not limited to: Oracle, MS SQL, Informix, DB-2, PeopleSoft.

Do you wish to apply for selective certification for Database Administration (Windows) Experience?
☐ Yes  ☐ No

Do you have 24 months of Database Administration (Windows) experience as described above?
☐ Yes  ☐ No

If yes, how much? / From / To / Year(s)/Month(s) / Month/Year / Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:
Box 1  ☐  Box 2  ☐  Box 3  ☐  Other: __________________

Section A.7: Selective Certification for Database Administration (Mainframe) Experience:

Definition of Database Administration (Mainframe) experience: At least 24 months experience administering, monitoring, securing, installing, creating, backing up and recovering, modeling, designing, upgrading, tuning, and/or testing and securing complex relational databases in an IBM OS/390 or Unisys OS 1100 Exec environment. Examples include, but are not limited to: Oracle, DB-2, ADABAS, DBMS 1100, RACF Security.

Do you wish to apply for selective certification for Database Administration (Mainframe) Experience?
☐ Yes  ☐ No

Do you have 24 months of Database Administration (Mainframe) experience as described above?
☐ Yes  ☐ No

If yes, how much? / From / To / Year(s)/Month(s) / Month/Year / Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:
Box 1  ☐  Box 2  ☐  Box 3  ☐  Other: __________________
Section A.8: Selective Certification for Synon Case Tool Experience:

Definition of Synon Case Tool experience: At least 24 months experience in using the Synon Case Tool and knowledge of relational database concepts and the data modeling concepts that are specific to Synon. Examples include: Cool/2E, Synon 2E, Advantage/2E.

Do you wish to apply for selective certification for Synon Case Tool Experience?
☐ Yes  ☐ No

Do you have 24 months of Synon Case Tool experience as described above?
☐ Yes  ☐ No

If yes, how much? __________________ Year(s)/Month(s) From / To / Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:
Box 1 ☐  Box 2 ☐  Box 3 ☐  Other: __________________

Section A.9: Selective Certification for Novell-Based LAN Administration Services Experience:

Definition of Novell-Based LAN Administration Services experience: At least 24 months experience designing, developing, deploying, installing, configuring, managing, maintaining, testing, monitoring and/or enhancing of robust and secure Novell 5 Local Area Network (LAN) environments. Examples include, but are not limited to: Netware 5/6, GroupWise.

Do you wish to apply for selective certification for Novell-Based LAN Administration Services Experience?
☐ Yes  ☐ No

Do you have 24 months of Novell-Based LAN Administration Services experience as described above?
☐ Yes  ☐ No

If yes, how much? __________________ Year(s)/Month(s) From / To / Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:
Box 1 ☐  Box 2 ☐  Box 3 ☐  Other: __________________
Section A.10: Selective Certification for Windows Server-Based LAN Administration Services Experience:

Definition of Windows Server-Based LAN Administration Services experience: At least 24 months experience in the design, development, deployment, installation, configuration, management, maintenance, testing, monitoring and/or enhancement of a robust and secure production Windows 2000/2003 Local Area Network (LAN) environment. Examples include, but are not limited to: Windows 2000/2003 Server or Citrix Server Systems, Active Directory Services, Windows-compatible Mail Systems including MS Exchange Server, Lotus Notes SAN Technologies, Veritas SAN/Volume Manager, Cluster Architecture, Veritas Cluster.

Do you wish to apply for selective certification for Windows Server-Based LAN Administration Services Experience?

☐ Yes  ☐ No

Do you have 24 months of Windows Server-Based LAN Administration Services experience as described above?

☐ Yes  ☐ No

If yes, how much? __________/__________ From __________/__________ To __________/__________

Year(s)/Month(s)  Month/Year  Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1  ☐  Box 2  ☐  Box 3  ☐  Other: __________________

Section A.11: Selective Certification for WAN Services Experience

Definition of WAN Services experience: At least 24 months experience in designing, developing, deploying, installing, configuring, managing, maintaining, testing, monitoring and/or enhancing of robust and secure Wide Area Network (WAN) environments. Examples include, but are not limited to: TCP/IP, ATM, 802.11 wireless, 802.QVLAN, SNMP, IP Telephony, OSPF, IPSEC, SSH, SSL, DNS, WINS, DHCP and HTTP protocols; IP Subnetting, IP Routing, TCP/IP traffic analysis, Log analysis, Vulnerability analysis, Penetration testing, Network Forensics and Network programming/scripting, HP OpenView, Tivoli Netview, NAI Sniffer, TCPdump, Ethereal, Snort NIDS, PureSecure, MRTG, Check Point firewall, IPTables Firewall, VelociRaptor Application Firewalls, Nessus, Nmap, THC, FireWalk, Syslog, SARA, SAINT, Whisker CGI scanner, LogWatch, LogSurfer, Hping2, Dsniff, John the Ripper, Sam Spade, Tripwire, L0phtCrack, LSOF, Honeyd, LaBrea, Fragroute, TCT, EnCase, and McAfee, Layer 2 switching, Layer 3 switching, routers, fiber optic switches, content switches, hardware load balancers, and VPN concentrators.

Do you wish to apply for selective certification for WAN Services Experience?

☐ Yes  ☐ No

Do you have 24 months of WAN Services experience as described above?

If yes, how much? __________/__________ From __________/__________ To __________/__________

Year(s)/Month(s)  Month/Year  Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1  ☐  Box 2  ☐  Box 3  ☐  Other: __________________

Section A.12: Selective Certification for Unix Administration Experience:
Definition of Unix Administration experience: At least 24 months experience designing, developing, deploying, installing, configuring, managing, maintaining, testing, monitoring and/or enhancing of robust and secure UNIX environments. Examples include, but are not limited to: Solaris 8, AIX, Linux, Apache webserver, Tomcat, Websphere, bind, and sendmail, SAN Technology, Veritas SAN/Volume Manager, Cluster Architecture, Veritas Cluster; Veritas Netbackup; Shell language (Korn, Bourne, or C), C, C++, Perl, Java, Navisphere.

Do you wish to apply for selective certification for Unix Administration Experience?

☐ Yes  ☐ No

Do you have 24 months of Unix Administration experience as described above?

☐ Yes  ☐ No

If yes, how much? ___________ / ___________ From ___________ / ___________ To ___________ / ___________
Year(s)/Month(s)  Month/Year  Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1  ☐  Box 2  ☐  Box 3  ☐  Other: __________________

Section A.13: Selective Certification for Security Administration Experience:

Definition of Security Administration experience: At least 24 months experience designing, developing, deploying, managing, monitoring and/or enhancing of robust and secure production environments. Domains of experience include, but are not limited to: Information Security Program Management, Access Control Systems and Methodology, Applications and Systems Development, Cryptography, Operations Security, Security Architecture and Models, Telecommunications, and/or Network and Internet Security. Examples include, but are not limited to: Firewalls, Security Scanners such as Nessus and Saint, PGP and/or GPG, SSL certificates, VPN Concentrators, RADIUS, TACACS, Securing Operating Systems and LDAP, Enterprise Virus Mitigation with antivirus products such as NAI, Trend or Symantec, IDS systems, TCP/IP internals, Packet Sniffers, Penetration Testing.

Do you wish to apply for selective certification for Security Administration Experience?

☐ Yes  ☐ No

Do you have 24 months of Security Administration experience as described above?

☐ Yes  ☐ No

If yes, how much? ___________ / ___________ From ___________ / ___________ To ___________ / ___________
Year(s)/Month(s)  Month/Year  Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1  ☐  Box 2  ☐  Box 3  ☐  Other: ________________